

30 JUL 1969

22 July 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 10-23-3

SUBJECT : Classification of Official Information and Material

REFERENCE :  Classification of Official Information and Material

RESCISSION: OPM 10-23-2 dated 15 December 1964

1. Authority for the original classification of documents or other material emanating from the Office of Personnel rests with the Authorized Classifiers designated below. However, each member of the Office of Personnel who generates classified information is expected to be familiar with the rules set forth in the referenced Regulation and to recommend the proper classification to the appropriate Authorized Classifier. When required, assistance and guidance may be obtained from the Assistant Classification Control Officers designated herein.

a. Assistant Classification Control Officers

Deputy Director of Personnel  
Executive Officer  
Assistant Executive Officer

b. Authorized Classifiers

(1) All Classifications

Deputy Directors of Personnel  
Division and Staff Chiefs and their Deputies

(2) Classifications through SECRET

Branch Chiefs and their Deputies

2. The referenced Regulation requires that a group control marking be indicated on classified data in addition to the usual

Group 1 Excluded from Automatic Downgrading and Declassification
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security classification of TOP SECRET, SECRET, or CONFIDENTIAL. All classified material originating in the Office of Personnel is considered to be of an intelligence nature within the definition of Group 1, "Excluded from Automatic Downgrading and Declassification," and will contain the Group 1 marking which will be placed to the right of the normal security classification appearing at the bottom of the page. If the document consists of more than one page, the group control marking is required only on the first page.



Robert S. Wattles  
Director of Personnel

OPM 9-69

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